

Minutes of the Veneta City Council

March 28, 2005

Council

Present: Council President Fred Miller, Darrell Carman, Thomas Cotter (arriving at 6:50 p.m.), and Marion Esty

Absent: Mayor T. J. Brooker

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Shauna Hartz, Finance Officer; Margaret Boutell, Community Services Director; James Dean; Earle Ellson; James Pierce; Andy Smith; and Jeneca Jones, West Lane News

Council President Fred Miller called the Veneta City Council to order at 6:37 p.m.

1. WORK SESSION - Public Safety

City Administrator Ric Ingham provided a draft of the Goal Statement, Strategies, and Actions that were discussed at the last work session and asked the group if they were in agreement. The next step will be to talk about the time line, resources, and the responsibility party. The final step will be to present all of the work plans to the City Council for final adoption.

Marion Esty said she would like to have minutes for all of the work sessions that include who was present and who was absent. She said for tonight's meeting it would have helped to have a summary of what had been previously discussed.

In response to a question from Fred Miller, Ric said he understood the number one priority for public safety to be an assessment of the current law enforcement and needs. If the group agrees, the next step will be to determine the time and resources it will take to get that done so it can be considered by the Council and Budget Committee. It will be a challenge to get that done prior to the budget process. Darrell Carman said the only thing that can probably be done before the budget process begins would be an assessment of activity based on police reports.

James Dean expressed concern that the City's staff is already being stretched. He suggested checking to see if the University of Oregon has a program or some resources the City could use. Ric said one thing that might come out of the other strategies and budget process is identification of more staff. In response to a question from James Dean, Ric said the budget assumptions will be developed in April and the numbers will be crunched in May.

In response to a question from Darrell Carman about what the alternative would be if they couldn't do the assessment before the budget process, Fred Miller said the current contract would be renewed with about a 4% increase. Ric said if the Councilors want to increase the number of deputies they need to express a strong opinion now. He said the biggest issue seems to be the lack of a detective to investigate property crimes.

The group offered several suggestions for addressing public safety which included increasing the sergeant position from one third to one half time and having him do some of the follow-up work the deputies don't have time to do, reconsider the amount of time

deputies spend at the high school, and exploring the possibility of Elmira and Veneta working together on law enforcement issues

In response to a concern over the lack of resources to prosecute offenders, James Dean suggested that be part of the assessment. James Dean said it will be difficult to do an assessment and make good decisions without having enough information.

Community Services Director Margaret Boutell suggested asking the Sheriff's Office to do the assessment.

Fred Miller said the assessment should include how many hours the City is without coverage, how much time the deputies are spending at the high school, and how much it will cost to increase the amount of coverage.

Darrell Carman said the assessment really needs to be a cost/benefit analysis. He said if there is a 50% increase in cost but only a small percentage in increased benefit, it may not be money well spent. He asked if benefit means more arrests, more prosecutions, or more fines.

Ric said public safety includes not only patrols, but having detectives that can do the investigative work needed to solve crimes.

Marion Esty said at a house located behind her on 8th Street is an example of activity that needs to be investigated. She said she has brought it to the attention of the deputies but she doesn't know what they can or cannot do. She said she thinks public safety needs to begin with the basics by taking action against situations which give the community a negative image. In response to a question from James Dean, Marion said she feels part of the problem is not having full time coverage.

James Dean and Larry Pierce agreed that problems need to be dealt with immediately so they do not escalate. They expressed concern about a system that does not allow action to be taken.

Ric suggested inviting Sgt. Trapp to attend a work session to explain what type of follow-up they can do and what is needed to prove a crime is happening. James Dean said he thinks a large part of the concern in Veneta is the perception there is a lack of response to crime. The group asked Ric to arrange for Sgt. Trapp or a deputy to attend a work session.

In response to a question, Ric said they may be able to include the assessment in the next budget period and take care of the most urgent needs. He said it may also be possible to include a cost/benefit analysis.

James Dean said if they could include increasing the Sgt. position and have him do some investigations, they would be responding to public concern.

Darrell Carman said the City's public safety issue is only a tiny piece of a huge statewide problem.

The group suggested three dates for the next work session and asked Ric to make the arrangements.

Council President Fred Miller adjourned the work session at 7:15 p.m. After a brief recess, he called the regular session of the City Council to order at 7:20 p.m.

2. PUBLIC COMMENT

Andy Smith; 25660 Tidball Lane; Veneta, OR

Mr. Smith showed the Council some petitions signed by citizens expressing concern about security and public safety. He said the citizens who signed the petitions want better police protection which they feel they would have if Veneta had it's own police force instead of relying on the Lane County Sheriff. He said having more police officers on the street is a deterrent to both crime and speeding. He said a recent crime spree went unsolved for two years. Mr. Smith said he thinks Veneta could have five full time police officers and a full time clerk for about \$400,000. He said he thought that amount could be reduced by grants. Mr. Smith said he has an individual with a strong law enforcement background who is willing to make a presentation on start-up costs, budget, manpower, liability, and funding resources and he would like to see the City have someone with experience do a feasibility study.

3. CONSENT AGENDA

Marion asked to have the Civic Calendar pulled for discussion.

MOTION: Marion Esty made a motion to adopt the Consent Agenda without the Civic Calendar. Darrell Carman seconded the motion.

Vote: Marion Esty, aye; Fred Miller, aye, Darrell Carman, aye; and Thomas Cotter aye.

The consent agenda as adopted included approval of pages 3 & 4 of the minutes for the March 14, 2005 joint meeting with the Veneta Planning Commission; City Council minutes for March 14, 2005; and bills paid and payable for February/March 2005.

Margaret Boutell said the April 12 and April 16 dates for the East Veneta Citizen Advisory Committee need to be deleted from the calendar. The only date the committee will meet is April 18, 2005 at 7:00 p.m.

MOTION: Darrell Carman made a motion to approve the Civic Calendar with the date corrections for the East Veneta meetings. Thomas Cotter seconded the motion which passed with a vote of 4-0.

4. PUBLIC HEARING - Adoption of Public Contracting Rules

a. Call to order: Council President Fred Miller opened the public hearing at 7:31 p.m.

b. Declaration of Potential Conflict of Interest and Ex parte Contacts: None

c. Staff Report (Margaret Boutell)

The public contract rules have been presented to the Council and discussed at the last two meetings. The guidelines for using the rules, attached to the Resolution

as Exhibit B, have been revised to authorize the City Administrator or designee to make purchases of budgeted items under \$25,000 without coming back to the Council. In response to a question from Darrell Carman, Margaret said any purchase that requires the transfer of funds would have to be done by a transfer resolution adopted by the City Council.

- d. Proponents: None
- e. Opponents: None
- f. Questions from the Council: None

- g. Close of Hearing: Council President Fred Miller closed the public hearing at 7:35 p.m.

- h. Decision on the Issue

Resolution 893 - JOINT RESOLUTION OF THE CITY COUNCIL AND LOCAL PUBLIC CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND ADOPTING PUBLIC CONTRACTING RULES FOR THE CITY OF VENETA.

MOTION: Thomas Cotter made a motion to adopt Resolution 893, opting out of the Attorney General's Model Public Contracting Rules and Adopting Public Contracting Rules for the City of Veneta. Darrell Carman seconded the motion which passed with a vote of 4-0.

5. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

Marion Esty (East Veneta Study) - The meeting on March 21st was excellent. She said the information prepared by Denise Walters contained a lot of information that clarified wetlands and the transportation issues. She asked staff to distribute the information to the Planning Commission and City Council. At their next meeting the committee will be given a tour of the area.

Darrell Carman (Theater Group) - They met a week ago and are still working through the process for filing as a non-profit group. They have adopted Articles of Incorporation and By-Laws but are at a point now where they need some legal assistance to help them establish a 501C. To be successful they still need a business plan, a financial plan, and a public relations plan. They have not yet found a place for rehearsals and performances and are considering the possibility of holding their first performance in one of the empty spaces in the West Lane Center.

b. COUNCIL/COMMITTEE LIAISONS: None

6. STAFF REPORTS

a. FINANCE OFFICER/HR

- (1) Financial Status of Projects through February 2005

In response to a question from Darrell Carman, Shauna Hartz said the Dogwood Reservoir project is now complete and the reservoir is back in operation. There will be a one year warranty period for the work that was performed.

The one year warranty inspection for the new Bolton Hill Reservoir was done and the contractor did some recoating work. In response to a question about the \$1,200 remaining for that project, Shauna said there may still be one more engineering bill for follow-up inspections.

b. COMMUNITY SERVICES DIRECTOR

(1) Storm water Methodology and Calculations

Margaret provided the Council with a draft copy of the Stormwater System Charge Methodology. She said there are some revisions that need to be made before it is ready to be adopted and before the sixty day review period begins. She said the attorney has been reviewing the information and have some suggested changes to add clarity. She may have a revised draft for the next Council meeting. She said some of the rates may change but the descriptions of the categories will stay the same.

(2) Region 2050 Community Visioning - June 9, 2005

Carol Heinkel will be presenting the various 2050 planning scenarios to each community and soliciting public comment. She would like to hold an open house in Veneta on Thursday, June 9, 2005 from 4:30 to 8:30. She asked the Council to let her know right away if they have a conflict with that date. In response to a question from Darrell Carman, Ric recommended that people show up at the beginning of the open house because LCOG will be doing a short presentation before they break people into discussion groups.

c. CITY ADMINISTRATOR

(4) Resignation of City Finance Officer Shauna Hartz.

Ric announced that Shauna Hartz has accepted a job with Lane County and has submitted her resignation. Her last day with the City will be April 7, 2005.

The Council expressed their appreciation for the work Shauna has done for the City. In response, Shauna said she appreciated having had the opportunity to work for the City.

Ric said he has talked to the Mayor about a transition plan. Several cities in Lane County have recently hired new finance officers and it may be a difficult to find a qualified person to fill the position. He said he has asked the other cities for a copy of their hiring process, salary schedule, and updated job descriptions. He and the Mayor would like to hire some interim help and have current staff cover as much as they can to give them time to find a qualified replacement.

- (1) **Veneta Business Park update:**
Ric announced that the sudden closure of Pacific Wood Ceilings will impact the grant and loan funding for the Cornerstone Project because it was reliant on their 28 existing jobs. Greg Demers is working with some other investors to see if they can make something work. Ric said Cornerstone is a key to developing the entire Northeast Employment Center. The Council asked Ric to continue working with the property owners to see if the project can be kept on track.
- (2) **Resolution 895 - A RESOLUTION ADOPTING A TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE**

The 60 day review period has ended for the Transportation Capital Improvement Plan (CIP) and Calculations and Methodology that the Council adopted in January. Resolution 895 is the final step in the process of adopting a transportation SDC which has been established as \$1,570.00 per dwelling unit equivalency. The resolution allows the City to increase the fee annually based on the inflation cost of construction.

MOTION: Thomas Cotter made a motion to adopt Resolution 895. Marion Esty seconded the motion which passed with a vote of 4-0.

- (3) **City-wide Cleanup**
Ric said this year the cleanup will be moved to the Bolton Hill site because there is more room and it will prevent damage to the new asphalt at the public works yard. The cleanup will be held May 7, 2005. He said the fire district would like to be involved to help encourage people to take advantage of the cleanup and creating fire free zones around their homes. Ric complimented the Neighbors for Responsible Growth for taking an active part in cleaning up litter along sections of Territorial Road. He said he hopes the group is a catalyst for people taking more pride in the appearance of the community. An open house is planned for Thursday, April 28, 2005 to help get information out about the clean up and yard debris program. Fred Miller suggesting contacting the school district to see if they could get some student involvement. Marion said she will check with senior and disabled services to see if there are any seniors that may need help with cleaning up their property. Ric said he talked with Kyle Schauer and Scott Johnson from CTR about the possibility of having a second city-wide clean-up in the fall. He said a fall clean-up could possibly help to get citizens to clean their ditches.

Mona Linstromberg said ODOT requires students who work on state highways to be 16 years of age or older.

- (4) **Resignation of City Finance Officer:** Announced earlier on agenda
- (5) **Request for additional planning assistance**
Margaret Boutell said the City has a large number of planning applications

pending and the Southwest Neighborhood and Bolton Hill applications may come in at any time. She said the City has some mandated time lines for processing applications. They would like to have someone with a level of expertise similar to Sandra to work on applications and some support staff to do copies and packets.

In response to a question from the Council, Margaret said they have talked with Anita Yap who is already familiar with Veneta. She said the need for additional planning staff has definitely been demonstrated; however, the financial part is more difficult. As it is, the City will need to do a supplemental budget to transfer more money to planning. Staff is asking for authorization to start that process.

MOTION: Thomas Cotter made a motion to approve additional funding for planning assistance as recommended. Darrell Carman seconded the motion.

Discussion: Darrell Carman recommended amending the motion to increase the amount to \$15,000 so extra funds would be available if needed.

MOTION: Thomas Cotter amended his motion to prepare a supplemental budget in the amount of \$15,000. Darrell Carman seconded the motion as amended. The motion passed with a vote of 4-0.

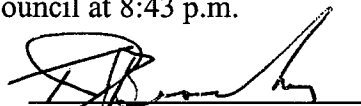
In response to a question, Ric said he felt it would be appropriate for the City to budget for a full time planner.

7. OTHER

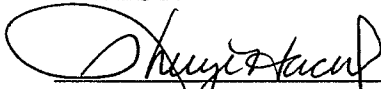
- a. Measure 37 Claim: In December the City received a Measure 37 claim from Mr. Pasternack who owns property on Huston Road. The planning staff sent Mr. Pasternack a letter asking him to submit more information which he has failed to do. Staff will now notify Mr. Pasternack that his application has been deemed incomplete.
- b. City Website: Margaret Boutell said the website currently says "coming soon". She told the Council they would like each of them to submit a biography which can be added to the site. Fred Miller asked Ric to check into the possibility of the City Councilors being connected to the City's e-mail Internet service.

8. ADJOURN

President Fred Miller adjourned the City Council at 8:43 p.m.


T. J. Brooker, Mayor

ATTEST:


Sheryl Hackett, City Recorder